

Hillcrest Jr. High School  
**Attendance Policy**  
**2017-2018**



When a student is absent due to illness, vacation, etc., a parent/guardian must call the attendance office within 5 school days at 801-264-7408 to excuse the absence. No absences will be excused after 5 days.

Students are expected to come to school on time. If a student arrives on campus after 7:55 a.m., they must check in at the attendance office. Students are expected to have a written legitimate excuse (sleeping in is not a legitimate excuse). Any time a student has a legitimate reason and excuse to leave school, they **MUST** check out through the attendance office **PRIOR** to leaving campus. If a student comes back to school the same day as the check out, the student **MUST** check in at the attendance office. Students that leave school without following the check-out procedure will be issued a truancy citation and receive a U in citizenship.

The following are the attendance codes used at HJH:

- E: Parent/Guardian calls or writes a note to excuse an absence/tardy because a student is sick. Up to seven (7) combined total excusals (E and /or C) will be accepted per class/per term. After 7, the absence/tardy will be unexcused and the student will receive a U in citizenship in that class.
- C: Parent/Guardian calls or writes a note and checks a student in/out during a period because they are sick. (Example: if a student checks into school during 3<sup>rd</sup> period, there will be an E in 1<sup>st</sup> and 2<sup>nd</sup> period and a C in 3<sup>rd</sup>.) Up to seven (7) combined total excusals (E and /or C) will be accepted per class/per term. After 7, the check in/out and subsequent periods will be unexcused and the student will receive a U in citizenship in that class.
- N: Doctors note excusing a student for either being late, absent or when a parent/guardian checks their student out to go to the doctor. There is no limit on the number of doctors notes accepted per class/per term.
- V: Student is excused for a funeral, vacation, etc. – something other than being sick. Up to five (5) excusal days will be accepted per class/per term. After 5, the absence will be unexcused and the student will receive a U in citizenship in that that class.
- X: Unexcused absence. Students are allowed up to three (3) combined total unexcused absences per class/per term. After 3, the student will receive a U in citizenship in that class.
- T: Tardy. Students are allowed up to two (2) tardies. For each additional tardy, citizenship will be impacted.

*(If you do not have online access to your student's grades, attendance and citizenship, please contact the HJH front office at 801-264-7442 to set one up.)*